

Police Administrative Secretary

City of La Crescent

Title of Class: Administrative Secretary

DESCRIPTION OF WORK

General Statement of Duties: Under direction and supervision of Chief of Police, performs clerical duties pertinent to the Police Department and City Hall as required.

Supervision Received: Reports to Chief of Police and works in conjunction with City Hall Administrative Assistant.

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary given work load and City Hall emergency response to unforeseen and unpredictable events.

Priority functions desired

1. Response appropriately and professionally to all Public and Employee contacts in City Hall
2. Answers Police Department telephone inquiries during normal business hours with the supplemental help of the on-duty Officer as the Officer is available.
3. Assists the City Hall Administrative Assistance with answering general City Hall telephone calls and directing inquires as appropriate.
4. Completes priority criminal and/or civil documentation reports generated by Officer activity and emergencies, disseminating it as dictated by the City and County Attorney's Office and Judicial Court Orders.
5. Maintains and prepares specific Ordinance Permitted activity such as, but not limited to;
 - a. Cigarette License
 - b. Solicitor's Permits
 - c. Peddler's / Transient Merchant's Permit
 - d. Liquor Licenses (temporary, on and off sale)
 - e. Pawn Shop License
 - f. Soft Drink License
 - g. Therapeutic Massage License
 - h. Dog and Cat License
 - i. Bicycle Registration
6. Documenting, filing and recording "routine" Police Department matters.

POLICE DEPARTMENT

Ensures proper use, recording and dissemination of a computerized record keeping system. Works towards establishing a paperless office by integrating forms and documents to an easily accessible format remotely accessible by Officer and the Public when appropriate.

Assists, prepares, and completes correspondences, memorandums, reports and forms as necessary for the Police Department. When appropriate, assists, prepares, and completes similar documentation and filing with the City Hall Administrative Assistant.

Maintains a filing system in accordance with federal, state and municipal standards.

Responds to citizen City Hall inquires as outlined in City Hall and Police Department policies.

Expected to maintain strict confidentiality on any information that is classified as protected, private data or is a topic of concern regarding employee or public Police Department matters that would prohibit the Police Department or City Hall from performing public functions in an efficient, respectful manner.

CORE KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of standard office practices, including operation of a computer and related software.

Working ability to communicate professionally and effectively with the public, even under stressful and tense circumstances.

Ability to efficiently type and enter recorded data with accuracy.

Knowledge of City rules, operations, procedures, policies and City programs.

Ability to efficiently transcribe recorded documents as mandated by District Court Order.

Ability to train, obtain and maintain certifications to use State of Minnesota applications as needed, such as, but not limited to PORTALS, e-CHARGING, e-CITATIONS, e-REPORTS, my-BCA, ASYST, and LETG.

MINIMUM QUALIFICATIONS

Employment Candidates are desired who have completed a secretarial / office management professional training program with work experience performing core functions. However, work experience in an office environment performing core functions with a demonstrated ability to quickly learn processes, demonstrated organizational skills, and/or ability to successfully function in a stressful, fast-paced, demanding environment will be considered.

